

## MISTAKES THAT CAN END YOUR INTERVIEW

After developing a strong resume and making it to the interview, the last thing you want to do is make an obvious mistake. Here are some common issues and ways to avoid these if you really want that dream job.

**1 - Arriving late:** This is an immediate show-stopper since the first impression you make is negative. Being late tells a potential employer that you don't value their time. It also says that you might be habitually late if you get the job. Neither of these are the message you want to deliver at the start of an interview.

**Solution:** Arrive 10 minutes early and use this time to collect your thoughts and check your appearance before checking-in. It's fine to be earlier, but don't check-in until 10 minutes prior to your scheduled time.

**2 - Talking negatively:** Many job seekers believe they need to speak negatively about a previous employer or co-worker during the interview. This is unprofessional and makes you appear like someone that's difficult to work with. It also makes the hiring manager wonder what you might say about them if you're given the job.

**Solution:** Instead of being negative, say that you've "learned something from all past employers or work environments" which is true since you learned what you didn't like in a boss, co-workers or environments.

**3 - Not answering a question:** Unless the question is inappropriate or illegal, you should always attempt to answer. Realize that answers about a completely different topic can make a hiring manager think you're avoiding their question or hiding something. Realize that some questions are intended to be challenging.

**Solution:** If the question is unclear, ask them to repeat it. If you need to think for a few minutes, do so. After this, answer the question as best you can and highlight your skills and experience or education and training.

**4 - Lack of good questions:** This mistake can indicate that you didn't prepare or that you're not really interested in the position. Since both of these are negative, you always need to have several questions ready when given the chance to ask, during social situations or during quiet moments to keep the conversation moving.

**Solution:** Do your homework before the interview and have questions about the position, company and industry ready. You should also have some general or generic questions on-hand to ask such as "tell me what you think is the greatest challenge in this position" or "tell me about the culture of this organization." Lastly, take a note pad along and write questions as the interview and employment discussions evolve.

**5 - Appearing desperate or arrogant:** Employers tend to avoid these candidates since they create disruptions in the workplace. Desperate individuals often continue looking for a position after being hired and arrogant employees generate tension with bosses and co-workers, both of which are issues they try to avoid.

**Solution:** Avoid being labeled as desperate by staying calm, relaxed and confident. Smile and ask good questions which shows your interest and can deflect perceptions of being desperate. Avoid saying things like "I'll do anything to get this position" or "I can do anything". The latter statement can highlight a lack of knowledge about the role, over confidence or potential arrogance. Finally, listen before speaking, avoid correcting others, and don't say you're more knowledgeable about a topic related to the position or organization, even if true.